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GOVERNMENT OF PUNJAB
DEPARTMENT OF WATER RESOURCES

NOTIFICATION

The, 15th, February, 2023

WR-IRWR03/IW1/ 39-40.-

The Governor of Punjab is pleased to formulate Standard Operating Procedure (SOP) and Timeline for processing of Construction of Bridges/Ramps under the policy on construction of bridges on canals/drains in continuity of **WR-IRWR03/IW1/ 8, Dated 06.01.2023** regarding “Construction of Bridges on canals/Drains is framed as under: -

Sr. no.	LEVELS	NAME OF THE ACTIVITY	Status of application on portal	TURN AROUND TIME (in days)	REMARKS
1	Executive Engineer/ Head Office	The online application submitted by applicant (as per Annexure A of the Policy) on the portal along with required fees and documents (if any) will be directed to the account of Executive Engineer, Head Office who as per policy will assess the proposal and will forward the case to concerned Executive Engineer at the field level for verification of data, any addition required therein and comments.		1	
2	Executive Engineer/ Field Office	After obtaining the case from Executive Engineer/Head Office, the Executive Engineer/Field office shall appoint a nodal officer who will scrutinize the case as per Policy and returns the case as per Annexure A1 (attached below).	Application submitted for Approval	T1= T+5	

3a	Executive Engineer/ Head Office	Approval by CE: The Executive Engineer/Head Office based on comments of Executive Engineer/Field Office shall approve or reject the case. In case the application is accepted, the case shall be forwarded for the approval of CE/Canal. The EE/Canal HQ shall also ensure that the approval shall be issued by the Competent Authority within five days and the case shall be forwarded to EE/DWS.	Application under process at Competent Authority	T2=T1 +4	
3b	Executive Engineer/ Head Office	Approval by Committee: The Executive Engineer/Head Office based on comments of Executive Engineer/Field Office shall approve or reject the case. In case the application is accepted, the case shall be forwarded for the approval by the Committee as per Section 4 of the Policy which shall be held once in a quarter. The EE/Canal HQ shall also ensure this committee meeting and the approval shall be issued within 3 days of committee sitting and the same shall be forwarded to EE/DWS.	Application under process at Competent Authority		
4	Executive Engineer/ DWS	Executive Engineer/DWS prepare/vet the drawing, as per existing Policy/PRC for GAD of Bridges. The EE/DWS shall then forward the Drawings to EE/Field Office for the preparation of estimate.	Drawings under preparation	Tn	In case the applicant desired to construct the bridge by himself. Then the cost of bearing capacity, process, vetting of drawing and processing fees shall be borne by the applicant and shall be as per the approved notification.
5	Executive Engineer/ Field Office	Once the GAD is approved, The EE will prepare the estimate as per the drawings and submit it for vetting of Superintending Engineer through EPMS	Estimate under Preparation	T4=Tn +5	
6	Superintending Engineer	The Superintending Engineer shall submit the checked case to Concerned Chief Engineer after checking shall forward the case for approval through EPMS.	Estimate under approval	T5=T4 +2	---

7	Chief Engineer Level	The chief will approve the case through EPMS. After approval the case shall be sent back to the EE/Field Office for issuance of LoI (Letter of Intent) and subsequently execution of agreement as per Annexure C of Policy.	Approved and pending for Agreement	T6=T5+2	---
8	Executive Engineer/Field Office	The Executive Engineer/Field Office shall upload the agreement on the portal. The application is closed.	Approved and Agreement Executed	T7=T6+15 (as per Policy)	
Total Process Time				60 Days	

The 15th February, 2023

Principal Secretary,
Government of Punjab
Department of Water Resources

Annexure-A

Process for Re-Engineering Committee (PRC) Recommendation		
Sub:- New WRD portal of Design Water System Cases for dealing external NOC's.		
Annexure-A		
Sr. No.	Proposed Procedure	TIMELINE (WORKING DAYS)
1	<p>Applicant will fill the form on online portal which includes all his personal details like name, mobile no., email id, address, district, sub-district, pin code, adhaar number, pan number, company (whether Private or Government), Name of Canal, approx RD of canal, Purpose of Project, Username, Password etc. and will choose nature of work from the following:-</p> <ol style="list-style-type: none"> 1. Hydraulic vetting of GAD across canal/river/ drain/ (Full and final payment as per current policy will be done with the application) 2. Laying of gas pipeline. 3. Setting of mini Hydel Plant (In Principle Approval) <p>Applicant ID will be created.</p>	T
2.	An application will be received in ID of XEN/DWS. He will accept or reject it. After accepting he will send the case to concerned Executive Engineer and intimation to Senior Design Engineer (SDE) and Assistant Design Engineer (ADE) concerned in DWS office through new online portal.	T1=T+1
3.	Concerned Executive Engineer will scrutinize the case with the help of Nodal officer. A Nodal officer shall be appointed in each divisional office for this work, who along with Executive Engineer will be responsible for timely submission of data for the entire division. Executive Engineer will check the case and completes the checklist and provide complete data to Concerned SDE on new online portal, only after getting the approval of superintending Engineer on E-officer file .	T2=T1+7
4.	Concerned Senior Design Engineer (SDE) will check the data provided by Executive Engineer and will ensure the data provided by field office is as per the template of GAD will be automatically sent to Applicant for reference.	T3=T2+1

Note: Total number of days for providing technical data to Applicant is proposed as 9 working days.

Annexure -A1**Details of Work and Applicant**

1. Name of applicant: _____
2. Purpose of Bridge/ramp/foot Bridge: _____
3. Site (include Village name, name of Canal/Drain and RD):

4. Existing bridge/foot bridge at u/s and d/s R.D with distance:

5. Future planning of canals/drain regarding its remodeling:

6. Type of linked road/rasta as per revenue record:

7. In case of bridge/foot bridge Requirement of ramp to accepss:

8. Execution by self or department:

9. Any other:

Sub- Divisional Officer**Executive Engineer
(Signature with stamp)**

Annexure-B

Process for Re-Engineering Committee (PRC) Recommendation		
Sub:- New WRD portal of Design Water System Cases for dealing external NOC's.		
Annexure-B		
Sr. No.	Proposed Procedure	TIMELINE (WORKING DAYS)
1	Applicant will upload GAD or Fit in proposal for the project to ADE concerned.	T1
2.	ADE will check the GAD as per predefined technical parameters and send it to concerned SDE.	T2=T3+3
3.	SDE will ensure that a thorough study is done by ADE checks that GAD fulfils all requirements and Guidelines of DWS and forward it to concerned Director on new online portal.	T4=T5+2
4.	Director will study the case, adds his comments and send it for final approval to Chief Engineer/DWS.	T6=T7+1
5.	Chief Engineer/Design Water System will do a formal check and approve the drawing. System Generated NOC and Digitally signed GAD will be issued to Applicant, Copy of the Sanctioned will be made available in ID's of all Concerned officers. (Note: NOC for Gas Pipeline will be issued only after Full and Final payment done by Applicant as per Current Policy which will be informed to applicant on Applicant's ID only after approval of CE/DWS)	T8=T7+1

Note: Total number of days for **giving NOC to Applicant** is proposed as 7 working days.